



COVER Train Version 1.0 How-Do-I Guide

May 2001 Edition

*HQ Air Force Civil Engineer Support Agency
Providing the best tools, practices, and professional support
to maximize Air Force Civil Engineer capabilities
in base and contingency operations*



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Chapter 1

INTRODUCTION TO COVER Train

Just what is COVER Train? It is a hybrid distance learning management and distribution system. The train analogy was chosen for its simplicity and familiarity as a cargo delivery vehicle. This concept is expected to reduce “change anxiety” and expedite deployment, marketing, and training of the new software. Here are the primary components and terms of this concept and a brief description of each:

Components	Descriptions
Train	<i>The vehicle, engine, or electronic platform</i>
Box-car	<i>Each AF Specialty’s location for training material</i>
Cargo	<i>CDCs, AF QTPs, publications, manuals, training forms, records, etc.,</i>
Tracks	<i>Individual career paths (5- & 7- Level qualification standards –JQSs)</i>
Journey	<i>Various training activities</i>
Schedule	<i>Training timelines</i>
Stations	<i>Major points along the track (CDC completion, PME, etc.,)</i>
Terminals	<i>Locations where COVER Train is loaded</i>
Signals	<i>Automatic reminders of each player’s process</i>
Custodians	<i>Base, MAJCOM, & AF Functional Managers</i>
Engineer	<i>Unit Training Manager (UTM)</i>
Conductors	<i>Supervisors, trainers, and certifiers</i>
Passenger	<i>Trainee</i>
Pass (ticket)	<i>Trainee’s student records (3.5” diskette)</i>
ID Cards	<i>Passwords and privileges for each person</i>
Line(s)	<i>Each discipline (CE, Medical, Supply, Maintenance, Trans., etc)</i>
Intercom	<i>Links to Web, e-mail, servers, etc.,</i>
Express Line	<i>Digital Versatile/Video Disk (DVD) version</i>
Local Line	<i>CD-ROM Version</i>
Derailment	<i>System malfunction</i>
Maintenance	<i>Major revisions, improvements, or “renovation”</i>
Technicians	<i>System administrator, contractors, and subject matter experts</i>

What are COVER Train’s capabilities? This product will literally “cover” training. This one-stop-training program will have the capability and capacity to deliver training to anyone, anywhere, at anytime. AFI 36-2201, AFMAN 36-2247, and other training guidance were painstakingly reviewed for coverage. The only facet COVER Train did not, and **will not, replace** is “**hands-on**” training. However, advanced distributive learning media (i.e., modeling and simulation) are under review to address equipment, time, manpower, and other resource constraints. See the Appendix for a comprehensive list of the train’s key functions.

Chapter 2

SYSTEM REQUIREMENTS and INSTALLATION

Recommended Computer System Requirements

NOTE: Although the following are recommended requirements, more robust systems are encouraged for this application.

Stand-Alone PC / CMI Requirement

Processor	Pentium II / 266 MHz CPU
RAM Memory	64MB
Video	4MB
Hard Drive	150MB
Operating System	Windows NT or 2000
Monitor	17" color display
Keyboard	101 enhanced keyboard
Diskette Drive	3.5" high-density diskette drive
CD-ROM	40X CD-ROM or DVD drive

Minimum Computer System Requirements

NOTE: Although the following are minimum requirements, more robust systems are recommended for this application.

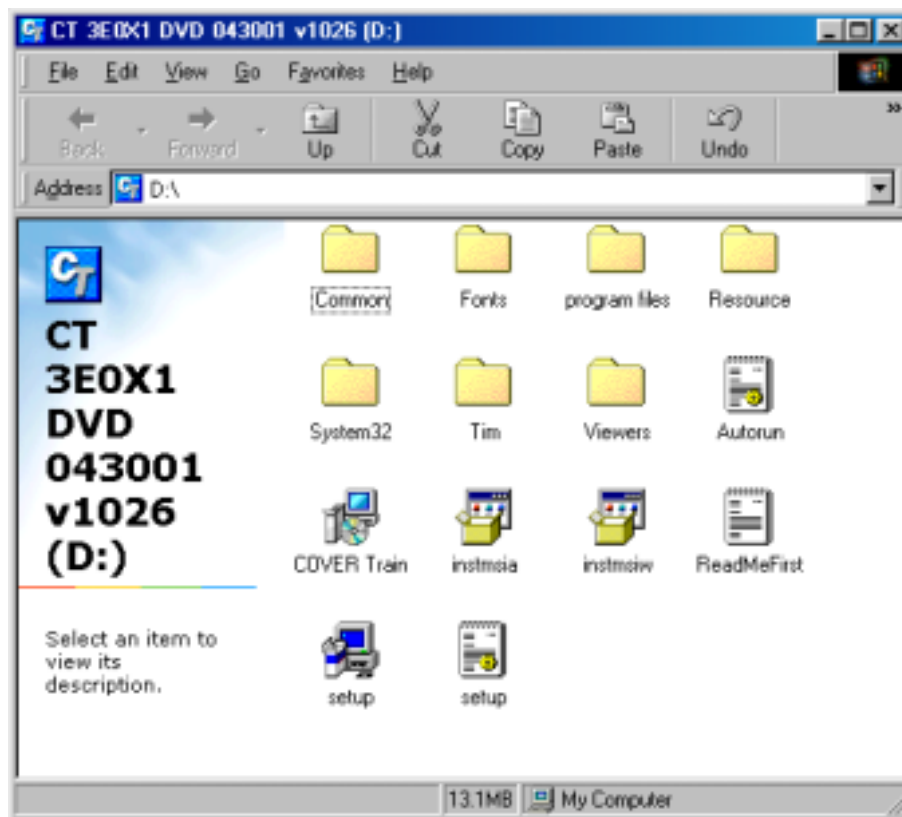
Stand-Alone PC / CMI Requirement

Processor	Pentium/166 MHz CPU
RAM Memory	32MB
Video	4MB
Hard Drive	50MB
Operating System	Windows 9x, NT 4.0, 2000
Monitor	17" color display
Keyboard	101 enhanced keyboard
Diskette Drive	3.5" high-density diskette drive
CD-ROM	8X CD-ROM drive

SYSTEM REQUIREMENTS and INSTALLATION (Cont'd)

Installing COVER Train

1. Insert the Administrator DVD into your computer's DVD-ROM drive and wait a few seconds for the setup screen, shown below, to open.



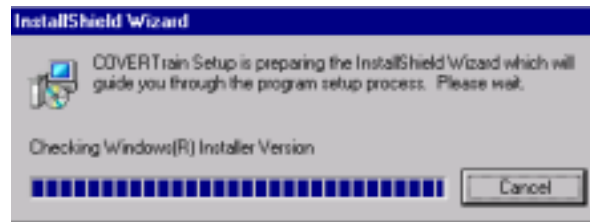
2. Double-click the **setup** icon to begin installing COVER Train.

SYSTEM REQUIREMENTS and INSTALLATION (Cont'd)

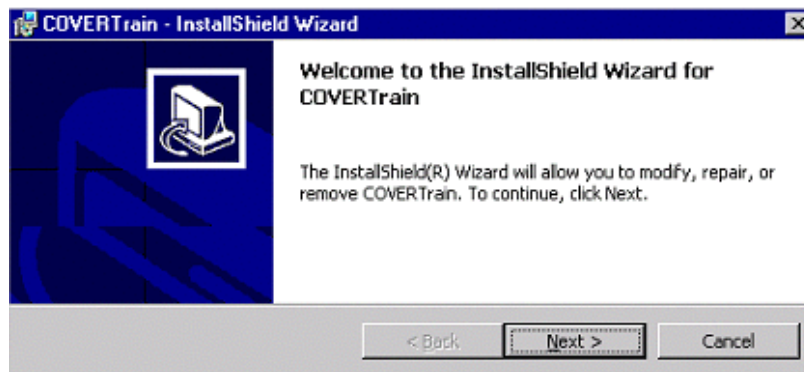
Installing COVER Train (Cont'd)

3. The InstallShield program will launch. This will format your computer for installation.

NOTE: You may be prompted to restart your machine here and at the end of the installation process.



4. Click **Next** to begin installing COVER Train.



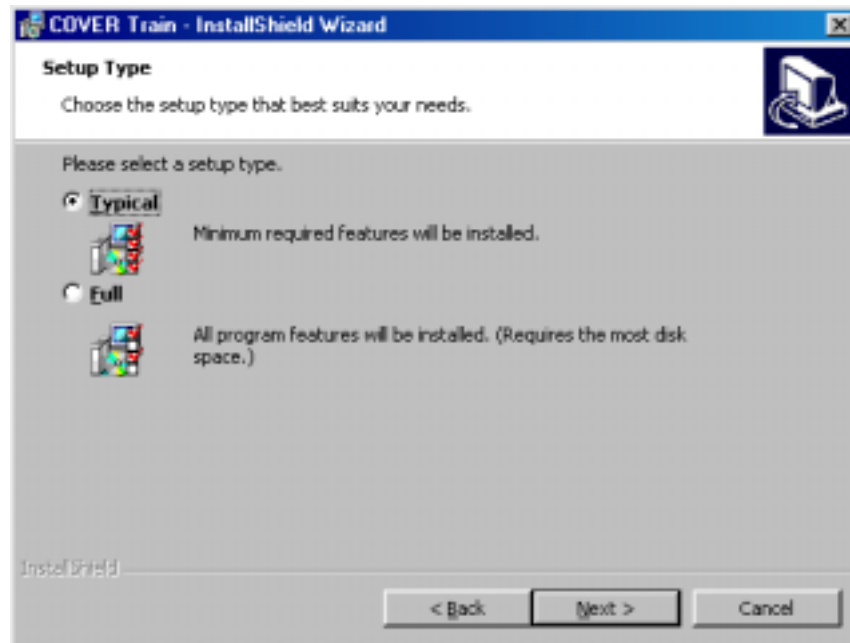
5. Enter your customer information and click **Next**.



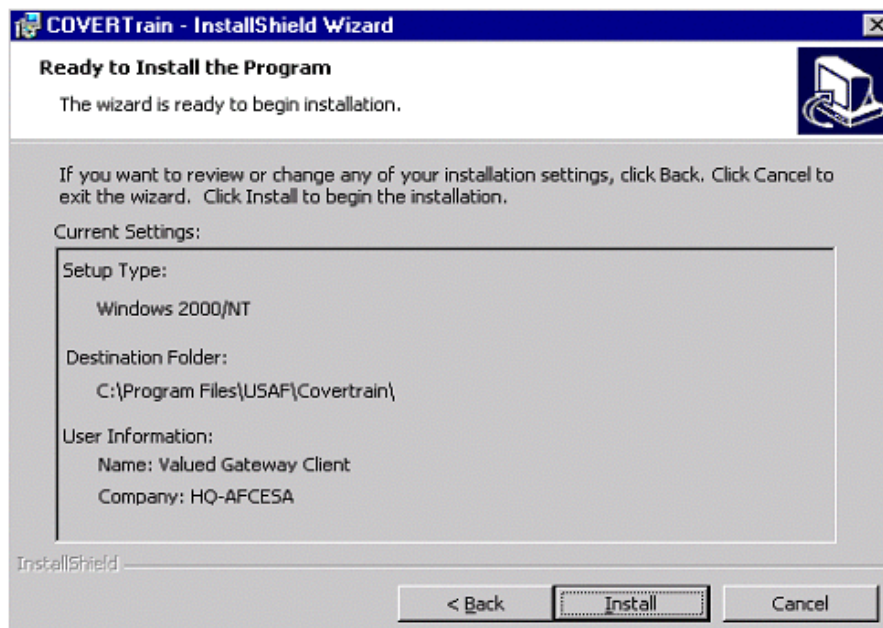
SYSTEM REQUIREMENTS and INSTALLATION (Cont'd)

Installing COVER Train (Cont'd)

6. Select the setup type that best suits your needs and click **Next**.



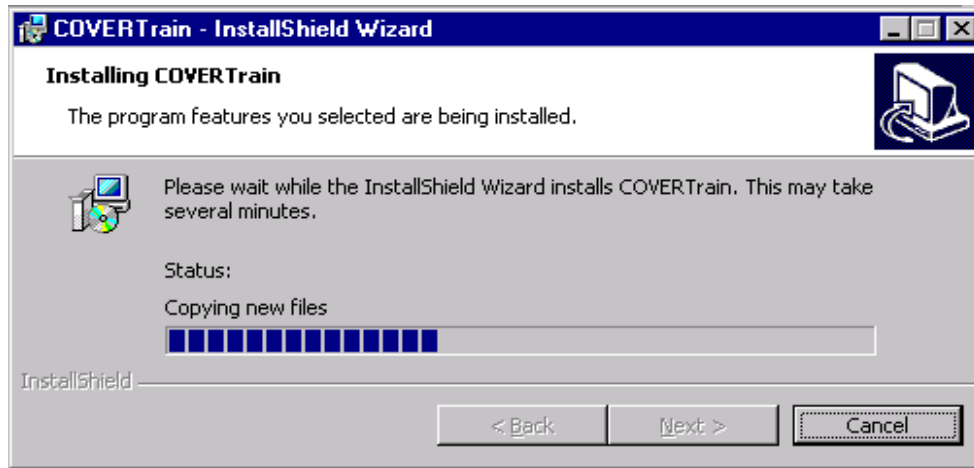
7. Click **Install** to begin installing COVER Train.



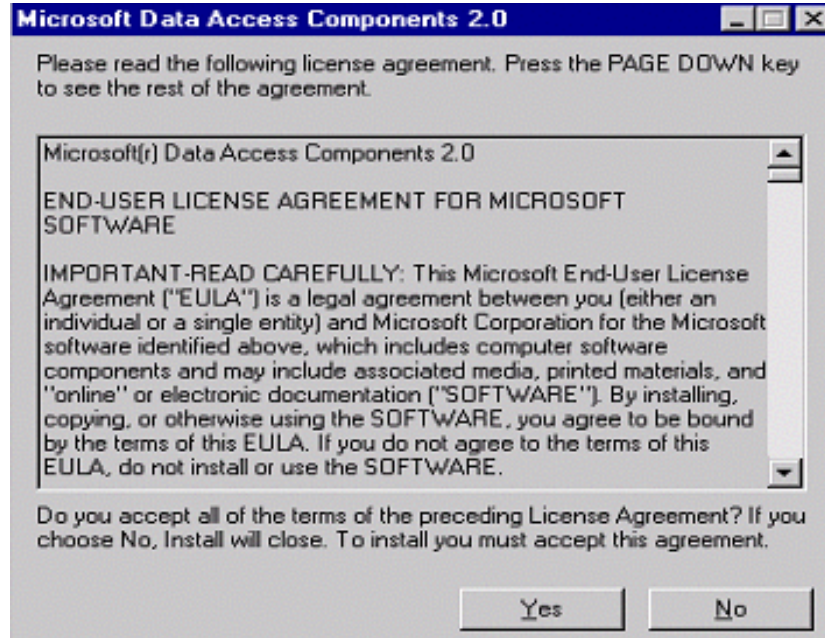
SYSTEM REQUIREMENTS and INSTALLATION (Cont'd)

Installing COVER Train (Cont'd)

8. When the COVER Train files are successfully installed, click **Next**.



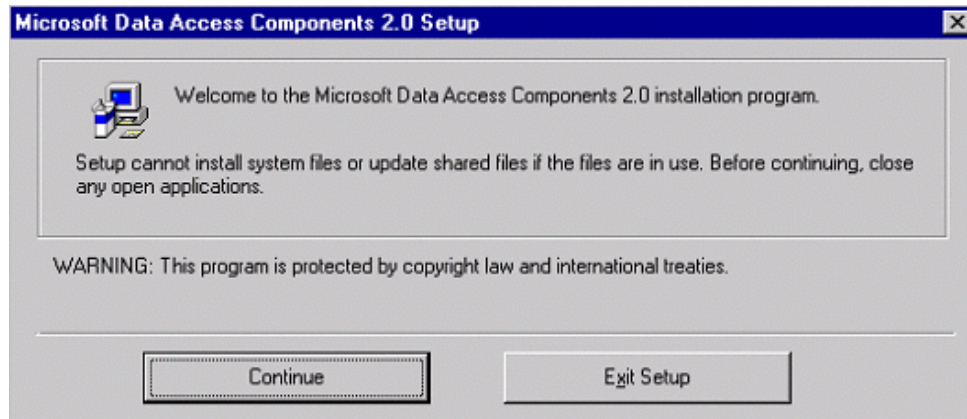
9. The Microsoft® Access viewer license agreement will open. Click **Yes** to install the free Access viewer software.



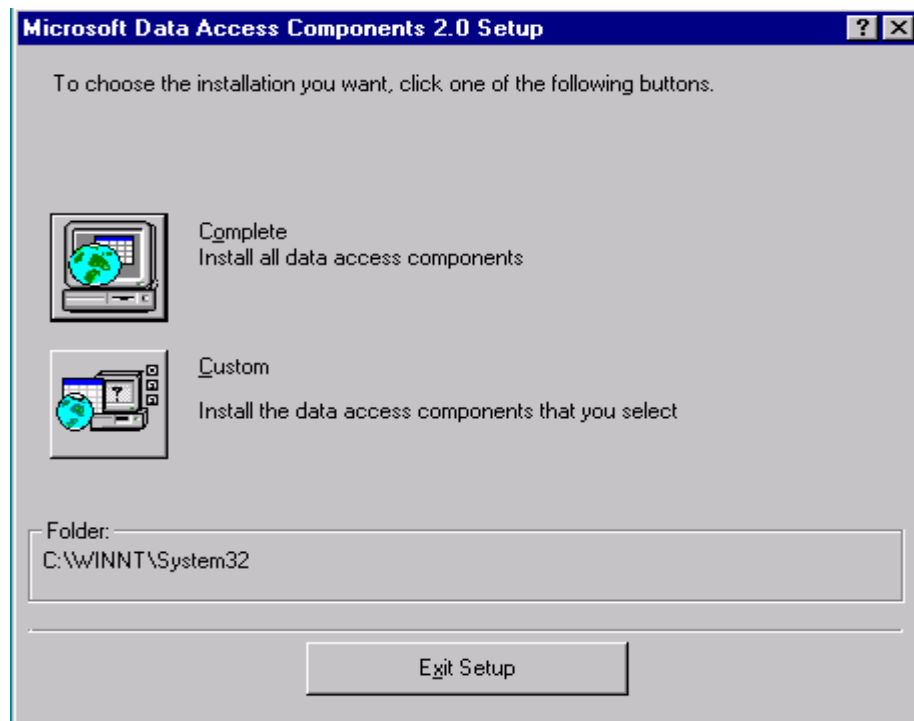
SYSTEM REQUIREMENTS and INSTALLATION (Cont'd)

Installing COVER Train (Cont'd)

10. Select **Continue** to install.



11. Select **Complete** to install data access components.



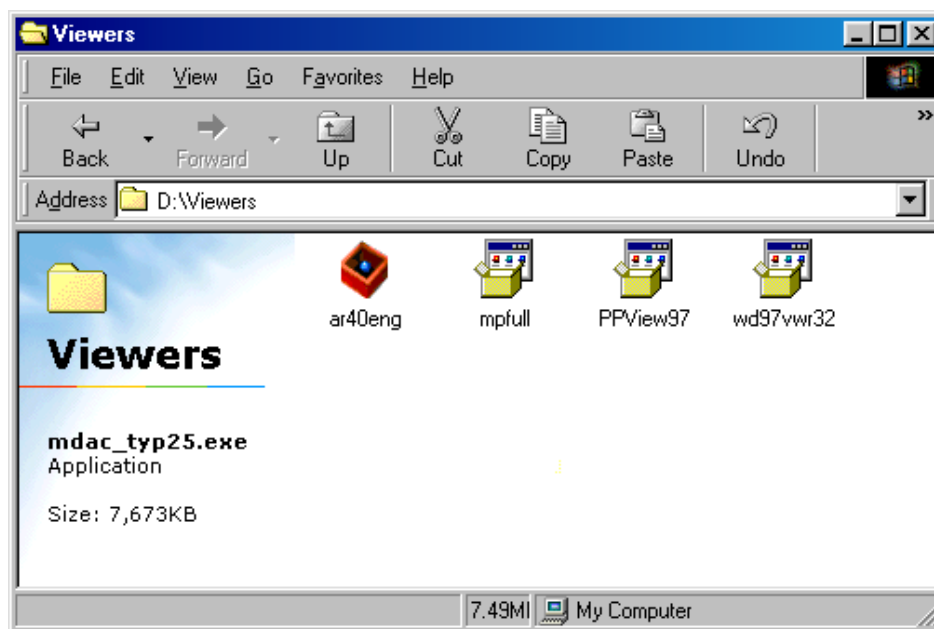
SYSTEM REQUIREMENTS and INSTALLATION (Cont'd)

Installing COVER Train (Cont'd)

12. Click **Finish** to complete the installation.



13. For COVER Train to work properly, you must have several viewers installed locally. If you do not have Adobe Acrobat® Reader, Microsoft Media Player version 6.4 or higher, Microsoft PowerPoint 97 Reader, or Microsoft Word 97 Reader installed on your computer, you must do so now. From the setup screen, click the Viewers folder to open the window shown below. Double-click an icon to install the corresponding viewer. These viewers will guide you through their installation process.



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Chapter 3

GENERAL FUNTIONS

Career Map

The Career Map function presents the career development diagram. By pointing to each of the badges on the right, you will see the average amount of time it takes active duty members to achieve that rank.

Multimedia

The Multimedia List displays two different areas of functionality: the Administrator's mode and the trainee's mode. Administrators will see all 13 specialties, while trainees only see their specific specialty.

The Multimedia List is broken down by video and audio. Click the audio or video icon to listen to the audio or view the video for your specialty.

Search

The Search function allows you to search different areas of COVER Train for a word or phrase. Once you have selected a term, double click it to open the term's corresponding pdf file. At this time, the search function only allows you to search document titles and not the actual content.

Bookmarks

The Bookmarks function allows you to save current window and document settings. You can rename, open, add, or remove a bookmark.

GENERAL FUNTIONS (Cont'd)

Glossary

The Glossary function contains a list of terms discussed throughout the COVER Train Management System. Click the letters at the top of the box to view a list of terms under that letter, or type the specific term in the search engine, and click 'Search'. Double-click the term to view its definition.

Tour

The Tour function is designed to help you navigate through various applications in animated form. This function will be developed in upcoming versions of COVER Train

Help

The Help option provides a searchable database of topics on which you can receive help.

Notes

The Notes function allows you to keep and manage personal notes within COVER Train. You can delete, print, or save the comments that you have made. Once you have made more than one comment, you can click back to view each comment.

Preferences

The Preferences function allows you to adjust various settings, such as when to display animations and when to play audio.

Online

The Online function takes you to the AFCESA homepage.

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Chapter 4

**UNIT EDUCATION and TRAINING MANAGER
FUNCTIONS**

Load COVER Train

As a UETM, you are responsible for loading COVER Train on each shop's main computer or on the LAN system. You may find it necessary to burn additional DVD-ROMs.

Initialize COVER Train

1. If a shortcut was not created, from your Windows Programs list, select the **CT** icon.
2. After the brief introductory video, the Login box opens. To initially enter the program, type 123456789 in the **User Name** space.
3. For the **Password**, type 123.
4. Select **UTM** from the **Access Level** drop-down list.
5. Click **OK** to launch COVER Train.

Load UTM

1. From the tool bar on the main screen, go to the **Records** drop-down options and select **Administrator** to open the Administrator Information screen.
2. Click **New User**.
3. Complete the appropriate fields. Select the AFSC of the shop to which you are issuing the product.
4. Under **Access Levels**, select the **UTM** checkbox.
5. Enter your password. COVER Train passwords are case sensitive.
6. Click **OK**.

UNIT EDUCATION and TRAINING MANAGER FUNCTIONS (Cont'd)

Load UTM (Cont'd)

NOTE: After you have loaded yourself into the system, your User ID will be your Social Security Number for future sessions in COVER Train.

Load Supervisors

NOTE: You must load supervisors on their shop computers or via the LAN.

1. From the tool bar on the main screen, go to the **Records** drop-down options and select **Administrator** to open the Administrator Information screen.
2. Select **New User**.
3. Complete the appropriate fields.
4. Under **Access Levels**, select the **Supervisor** checkbox.
5. Allow the supervisor to enter his/her password (case sensitive).
6. Click **OK**.

Chapter 5

SHOP SUPERVISOR FUNCTIONS

Perform Login Function



1. From the **Login** dialog, enter your Social Security Number in the **User Name** field.
2. Enter your **Password**.
3. Select **Supervisor** from the **Access Level** drop-down list.
4. Click **OK** to open COVER Train.

Develop Shop's Master Task Listing

NOTE: Before you begin, verify that you are in the right “car” by reading the lower right corner of the main screen. It displays Last Name, First Name; 3EXXX-AFS Title. Also, it may help to have your original shop's MTL handy. To change your specialty, click **Menu** on the tool bar and then **Change Specialty**. Select the correct specialty from the **Set Specialty** drop-down list.

1. From the tool bar on the main screen, go to the **MTL** drop-down options and select **Create MTL** to open the MTL Setup screen. The left box displays the complete Specialty Training Standard (STS) for your AFS. The right box displays all tasks assigned to your MTL. If the first STS item is not displayed, simply scroll to the top using the scroll bar to the right of the left box.

NOTE: Core tasks are displayed in red text. You can view the properties (i.e. Core, 3, 5, or 7-Level Task) for any given task by selecting the task and viewing the properties in the Task Properties box.

2. To add a task to your MTL, highlight the task in the STS list and click  to move it into the MTL box. To remove a task from the MTL, click .

NOTE: If you add a task to your MTL that is a parent node, all children under that node will also be added to your MTL (e.g., if you add task 1.1.1 to your MTL, tasks 1.1.1.1 and 1.1.1.2 will also be added).

SHOP SUPERVISOR FUNCTIONS (Cont'd)

Develop Shop's Master Task Listing (Cont'd)

3. Once you have selected all the tasks for your MTL, close the MTL Setup screen.
4. From the tool bar on the main screen, go to the **MTL** drop-down options and select **View MTL** to open the MTL 3EXXX screen.

NOTE: Each core tasks is already selected for you with a checkmark.

5. Click the checkboxes to the left of each task to identify 5- and 7-Level tasks.

NOTE: Each task should be either a 5- or 7-Level task; therefore, each task should only have one column checked.

6. Once you have designated all tasks as either 5- or 7-Level tasks, close the MTL screen.

Load Trainers

NOTE: You must load trainers on shop computers.

1. From the tool bar on the main screen, go to the **Records** drop-down options and select **Administrator** to open the Administrator Information screen.
2. Select **New User**.
3. Complete the appropriate fields.
4. Under **Access Levels**, select the **Trainer** checkbox.
5. Allow the trainer to enter his/her password (case sensitive).
6. Click **OK**.

SHOP SUPERVISOR FUNCTIONS (Cont'd)

Load Certifiers

NOTE: You must load certifiers on shop computers.

1. From the tool bar on the main screen, go to the **Records** drop-down options and select **Administrator** to open the Administrator Information screen.
2. Select **New User**.
3. Complete the appropriate fields.
4. Under **Access Levels**, select the **Certifier** checkbox.
5. Allow the certifier to enter his/her password.
6. Click **OK**.

Load Trainees / Create Records

NOTE: You must load trainees on shop computers.

1. From the tool bar on the main screen, go to the **Records** drop-down options and select **Trainee** to open the Trainee Records screen.
2. Select **New Trainee**.
3. Complete the appropriate fields.
4. Allow the trainee to enter his/her password.
5. Click **OK**.

Initialize Trainee Disk

1. From the tool bar on the main screen, go to the **Menu** drop-down options and select **Log off**.
2. Have your trainee login to COVER Train.
3. From the **Access Levels** drop-down list, select **Trainee**.
4. Place a formatted 3.5 diskette in the disk drive.

SHOP SUPERVISOR FUNCTIONS (Cont'd)

Initialize Trainee Disk (Cont'd)

5. From the tool bar on the main screen, go to the **Menu** drop-down options and select **Save Trainee Records**. The **Save As** dialog will open.
6. The filename will be automatically set to the trainee's Social Security Number. Do not change the filename. Click **Save**.

Access / Update Trainee Records

1. From the tool bar on the main screen, go to the **Records** drop-down options and select **Trainee** to open the **Trainee Records** screen.
2. You have two options for searching for a trainee. Either click **Search** to scroll through all trainees, or enter the trainee's last name in the **Last Name** field and then click **Search** to perform a limited search.
3. Click the ► button next to the relevant trainee's record, then click **Open Trainee** to open the Trainee Records screen.
4. On the Trainee's Records screen, enter the appropriate information in each field.

NOTE: In the **Immediate Supervisor** and **Shop Supervisor** fields, use the drop-down button to locate the trainee's administrators. If the intended supervisor(s) or UTM is not posted, they will need to be added to the system.

5. If changes were made click **Apply**. If no changes were made click **OK**.
6. Click the **623 I-II** tab. Complete each field with the appropriate information.

NOTE: On the **623 II Orientation and Certification** tab, the trainee must initial the **Trainee Signature** block. Have the trainee login and access their training records. When the **Trainee Signature** field is clicked, he/she will be prompted to enter his/her **Password**. Save updated data to student disk and continue the procedures outlined below.

7. Click the **623 III-IV** tab. Complete each field (CDC / Tech Training) with the appropriate information.
8. Click the **623a** tab. Note the trainee's progress.
9. If you have STS continuation items, click the **797** tab and complete each field with the appropriate information.

SHOP SUPERVISOR FUNCTIONS (Cont'd)

Access / Update Trainee Records (Cont'd)

10. To review task evaluation records, click the **803** tab.
11. If you have recurring training items, click the **1098** tab and complete each field with the appropriate information.
12. To view the list / progress of AFQTPs click the **AFQTP** tab.

Develop / View Form 1320 (Training Chart)

NOTE: After loading you shop's trainees and enrolling them in their JQS, their names automatically appear on the 1320 Form. Start and completion training dates will also be posted in the appropriate fields.

Initiate Upgrade Actions Using Form 2096

1. Ensure all training requirements have been completed in accordance with the CFETP.
2. Open the trainee's records and click the **2096** tab.
3. Complete all appropriate fields.
4. Print a copy for your records. To print the records, click the **Print** button at the bottom left corner of the screen. From the **Print** dialog, you may select to print a single form or all forms.
5. Save the data to the student disk. Deliver the disk to the UETM.

NOTE: The student disk must be initialized. For instructions on initializing a student disk, see page 15.

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Chapter 6

TRAINER FUNCTIONS

Perform Login Function

1. From the **Login** dialog, enter your Social Security Number in the **User Name** field.
2. Enter your **Password**.
3. Select **Trainer** from the **Access Level** drop-down box.
4. Click **OK** to open COVER Train.

Open Trainee Records

1. From the tool bar on the main screen, go to the **Records** drop-down options and select **Trainee** to open the Trainee Records screen.
2. You have two options for searching for a trainee. Either click **Search** to scroll through all trainees, or enter the trainee's last name in the **Last Name** field and then click **Search** to perform a limited search.
3. Click the ► button next to the relevant trainee's record, then click **Open Trainee** to open the Trainee Records screen.

Establish Trainee Job Qualification Standard (JQS)

Review the following terms and functions before attempting to enroll your trainee.

Task Number: The task number in which the trainee is enrolled.

Task, Knowledge, and Technical References: Identifies core tasks (specialty-wide training requirements) by an asterisk (*) for 5- and 7- skill levels or a double asterisk (**) for 7-skill level only. As a minimum, trainees must complete all core and critical tasks for skill level upgrade. Core/Wartime Tasks: Identified by a "/" followed by a proficiency code ("/b"). In response to a wartime scenario, these tasks will be taught in the 3-level course in a streamlined training environment. Tasks identified by a diamond (♦) in

TRAINER FUNCTIONS (Cont'd)

Establish Trainee JQS (Cont'd)


column two are considered contingency/war tasks for both the 5- and 7-skill level and are extremely important to the career field. Equipment shortfalls at most locations however, have created problems with the actual hands-on certification of these tasks. In instances where required equipment is not available for instruction, completion of the task's QTP is all that is required for upgrade and qualification training.

Enroll Trainee Into Upgrade Training

NOTE: To enroll a trainee in upgrade training, you must first be loaded as the individual's UTM, supervisor, or trainer.

1. Open the trainee's records, as described above.

NOTE: If your name is not displayed in the **Immediate Supervisor** or **Shop Supervisor** field, use the drop-down button to locate your name. If your name is not posted in this screen, see the UTM for the appropriate access.

2. To enroll the trainee, click the **Enroll** tab to open the Trainee Enrollment Tool screen.
3. Double-click the **MTL** icon to display the AFS folder and task list built for your section.
4. Highlight the appropriate training tasks and move them to the right box using the  button.

NOTE: This step applies a training start date to the task. When a trainee opens the task within COVER Train for the first time, this column is automatically updated with that day's date.

5. Close the Trainee Enrollment Tool screen.

TRAINER FUNCTIONS (Cont'd)

View / Update Trainee JQS

1. Click the **JQS** tab and then the **CE JQS Documentation Record** tab.
2. If the trainee is successfully trained on the task and has signed-off on it, click the **Trainer Initials** column. The Authentication User dialog box will open.
3. Enter your **Password** and click **OK**.
4. If this is not a core task, click the **Certifier Initials** column. The Authentication User box will open.
5. Enter your **Password** and click **OK**.

NOTE: When the trainee, trainer, and certifier columns are initialed, the current date will appear in the **Training Complete** column.

Update Form 623a

1. From the Trainee's Records screen, click the **623a** tab.
2. Note the trainee's progress.

Load Trainee Records From Student Disk

NOTE: the trainee must first initialize the student disk.

1. Place the trainee's formatted 3.5 disk drive.
2. From the menu bar on the main screen, select **Load Trainee Records**. The Open dialog will display.
3. Select the relevant student file (named with the student's Social Security Number), and click **Open**.
4. On the Update Database dialog, click **Yes**.

Chapter 7

CERTIFIER FUNCTIONS

Perform Login Function

1. From the **Login** dialog, enter your Social Security Number in the **User Name** field.
2. Enter your **Password**.
3. Select **Certifier** from the **Access Level** drop-down box.
4. Click **OK** to open COVER Train.

Open Trainee Records

1. From the tool bar on the main screen, go to the **Records** drop-down options and select **Trainee** to open the Trainee Records screen.
2. You have two options for searching for a trainee. Either click **Search** to scroll through all trainees, or enter the trainee's last name in the **Last Name** field and then click **Search** to perform a limited search.
3. Click the ► button next to the relevant trainee's record, then click **Open Trainee** to open the Trainee Records screen.

Document Task Evaluation Using Form 803

1. From the Trainee Records screen, click the **803** tab.
2. Note the trainee's performance on the task.
3. Save the update to the student disk before exiting and returning to the Login screen.

NOTE: The trainee must first initialize the student disk.

CERTIFIER FUNCTIONS

Update Trainee JQS

1. Click the **JQS** tab and then the **CE JQS Documentation Record** tab.
2. If the trainee is successfully trained on the task and has signed-off on it, click the **Certifier Initials** column. The Authentication User dialog box will open.
3. Enter your **Password** and click **OK**.

NOTE: When the trainee, trainer, and certifier columns are initialed, the current date will appear in the **Training Complete** column.

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Chapter 8

TRAINEE FUNCTIONS

Load COVER Train

Follow the procedures in Chapter 2 to load COVER Train on a computer away from the work center.

Perform Login Function

1. Click the COVER Train shortcut to launch COVER Train.
2. At the prompt, enter your **User Name** (your Social Security Number) and your **Password**.
3. Click **OK** to open COVER Train.
4. Insert your student disk and follow the onscreen directions.

Update Data From Student Disk

1. Make sure your formatted 3.5 diskette is in the disk drive.
2. From the menu bar on the main screen, click **Load Trainee Records**.

Review CFETP Part I

NOTE: Some key areas (References and AFQTPs) **will not unlock** until you complete the next two steps.

1. From the tool bar on the main screen, go to the **CFETP** drop-down button and select **Part I** to open the CFETP Part I screen.
2. Read the Introduction and Sections A – E.
3. Take the Quiz.

NOTE: You must answer at least 8 of 10 questions correctly to proceed.

TRAINEE FUNCTIONS (Cont'd)

Access Technical References

1. From the tool bar on the main screen, select **Reference** to open the Technical Reference Library screen.
2. Select the volume you need by pointing to and clicking the item. The text will launch in a read-only format.
3. You may highlight or copy various items, and paste notes on a text pad using the Notes function.

NOTE: To use the Notes function, press the **Notes** key on the function bar, then copy and paste as with normal Windows operations.

4. You may bookmark you place and return to it at a later time by using the Bookmark function:
 - a. Click the **Bookmark** button on the function bar.
 - b. Enter a title for your place in the **Bookmark** field and click **Add**.
5. To return to a place previously bookmarked:
 - a. Click the **Bookmark** key on the function bar.
 - b. Select the title you placed in the bookmark list and click **Open**.

Access AFQTPs

1. To access AF Qualification and Training Packages, click **AFQTP** on the main screen tool bar. The AFQTP screen will open.
2. Select the module you need by pointing to and clicking the item. This action launches the QTP in a read-only format.
3. You may highlight or copy various items, and paste notes on a text pad using the Notes function.

NOTE: To use the Notes function, press the **Notes** key on the function bar, then copy and paste as with normal Windows operations.

TRAINEE FUNCTIONS (Cont'd)

Access AFQTPs (Cont'd)

4. You may bookmark you place and return to it at a later time by using the Bookmark function:
 - a. Click the **Bookmark** button on the function bar.
 - b. Enter a title for your place in the **Bookmark** field and click **Add**.
5. To return to a place previously bookmarked:
 - c. Click the **Bookmark** key on the function bar.
 - d. Select the title you placed in the bookmark list and click **Open**.

NOTE: Core tasks are paper-based. Contingency tasks are Computer-Based Training (CBT) courses that can be launched from AFQTP.

Review / Update JQS

When you have completed various items in your JQS, you need to notify your trainer of your progress. To accomplish this electronically, follow the directions below.

1. From the tool bar on the main screen, select **JQS** to open the JQS screen.
2. Click the **Trainee Initial** column. The Authentication User box will open.
3. At the prompt, enter your **Password** and click **OK**.

Review Training Records

1. Go to the **Menu** drop-down options on the main tool bar and select **Records** to open the Training Records screen (623 and other forms).
2. Select the applicable tab for the form you wish to view.

TRAINEE FUNCTIONS (Cont'd)


Save Data

1. From the **Menu** drop-down options on the main screen, select **Save Trainee Records**.
2. The **Save in** location defaults to the A: drive. Browse to the location where you wish the file. If you want to save it to your student disk, make sure you have loaded your formatted diskette in the floppy disk drive.

NOTE: Because COVER Train stores data by Social Security Number, you should not change the filename when saving.

3. Click **OK** to update your student disk.

E-Mail Records

1. To e-mail your records to your supervisor, go to the Menu drop-down options and select **E-Mail Records**. This action launches Microsoft Outlook.
2. In the **To** field, enter the e-mail address of the person to whom you are sending the file.
3. Click  to attach a file.
4. Browse to the location where you saved your student file.
5. Click **Send**.

COVER Train
Keeping Education & Training on-track throughout the 21st Century

APPENDIX

Featured Highlights and Specifications

Career Map— Aerospace video clip representing the Air Force enlisted career path.

Media List—Interactive tree view list of video clips, categorized by Specialty ID.

Search—Allows user to search COVER Train using pre-selected drop-down list categories.

Bookmarks—Reflect current user's name; allows user to add, remove, or re-name bookmarks.

Glossary—List the most common training terms, accessible by letter or search.

Tour—External CBT for COVER Train users on features and functionality.

Help—Provides topic-oriented and context-sensitive assistance within the application.

Notes—Allows user to write, manage, and print personal notes and information.

Preferences—Allows user to adjust various settings to personal taste.

Online—Launches default browser to <http://www.afcesa.af.mil/>.

Trainee-JQS—Once the training is started, the trainee's JQS can be updated. Once training is complete, the trainee enters electronic-initials (E-ID) in the applicable field. This data is saved on a student data disk and given to the trainer. The trainer (and certifier if necessary) may then enter E-ID in the applicable field.

Trainee-STS—Trainee's specialty is in the screen title, and all tasks for that Specialty ID is listed in each form. CDC documents may be viewed by double-clicking the CDC field, and AFQTP abstracts and documents may be viewed by double-clicking the QTP field.

Trainee-1320—Details a shop's enrollment and the status of its trainees working toward completing assigned tasks. Lists all courses with at least one trainee enrolled for the current shop/specialty. Lists all trainees currently enrolled for the current shop/specialty. Details the trainee's status on each task.

APPENDIX (Cont'd)

Trainee-CFETP Part I—Allows the trainee access to CFETP Part I document through a tree view interface. Trainee must view the documents sequentially and complete the quiz before CFETP Part II, the Technical Reference Library, AFQTP's, and CAT I/CAT II are unlocked. Upon double clicking a node, the abstract and thumbnail display in the document window.

Trainee-CFETP Part II—Function is not available until the trainee has completed all nodes in the CFETP Part II. Lists all CFETP Part II documents and allow access through a tree view form. The trainee is not required to complete nodes in order. Upon double clicking a node, the abstract and thumbnail display in the document window.

Trainee-Technical Reference Library—Function not available until all nodes in Technical Reference library are completed. Lists all Technical Reference library documents and allow access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee-AFQTPs -- Function not available until all nodes in AFQTP Part I are completed. Lists all AFQTP documents and allow access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee-CAT I & Cat II-- Function not available until all nodes in CAT I & Cat II are completed. Lists all CAT I & Cat II documents and allow access through a tree view interface. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee-Pubs and Resources-- Lists all Pubs and Resources documents and allow access through a tree view interface. This form is the same for all specialties. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee-Formal Training—Lists all Formal Training documents and allow access through a tree view interface. This form is the same for all specialties. Upon double clicking a node, the abstract and thumbnail display in the documents window.

Trainee-7 Level RAM — Launches the exportable read-ahead course material (cargo to be loaded).

APPENDIX (Cont'd)

Admin-First Login Functionality—After installation of COVER Train the UTM should first change password, review the Responsibilities document, launch OJT CBT package, create MTL for the shop, and add supervisors, trainers and certifiers.

Admin-MTL—When the administrator clicks this button he must choose either Edit or Create from a drop down list.

Admin-STs—When the administrator clicks this button, COVER Train lists all available specialties in the F&FW window, allowing the user to double-click one of the specialties and display it. Once a specialty is selected, the STS opens, and function just as it does from the trainee menu. When the user clicks either the CDC or QTP skill level fields, the document or abstract displays in the documents window.

Admin-1320—Title is the user's specialty code. The administrator is prompted to select a specialty, or default- select the user's specialty from the form. This form details a shop's enrollment, and the progress of its trainees working toward completing assigned tasks. Row one lists all courses with at least one trainee enrolled for the current shop/specialty. Column one lists all trainees currently enrolled for the current shop/specialty. Row two—Column 2—Details the trainee's status on each task. If the trainee has begun a task, it displays one slash. If the trainee has completed a task, it displays an X.

Admin Trainee Records (1)—This form appears when the user first clicks the Trainee Records button. If the administrator wants to access an existing trainee record, then he/she must first search for the record. The administrator may search for a record using a trainee's last name, first name, and/or SSN. Once the search criteria are entered into the appropriate field(s), the administrator can press the Search button to execute the search. The record(s) matching the search criteria appear in the list below. To access a specific record, the administrator double-clicks on the record in the list he/she wants to see.

APPENDIX (Cont'd)

Additional features

1. Form-print capability from Trainee data-entry forms.
2. Password user authentication on signature fields.
3. Context-sensitive help.
4. User defined bookmarks.
5. Search capability.
6. Save/retrieve trainee records capability.
7. Browse specialty selection from Menu for administrator's.
8. Trainee's can view their personal records from Menu - records.
9. Date field pop-up date selector.
10. User set preferences.
11. Improved installation utility.

APPENDIX (Cont'd)

SIGNIFICANT DATES, MILESTONES AND TIMELINES

The COVER Train concept was birthed in the fall of 1997 and its originally projected deployment was slated for around January 2001. Because of the constant state of technological change, doctrinal and mission changes, customer's needs, etc., some future dates will most likely be adjusted. Here are some of the significant dates, milestones, and timelines:

<u>Task</u>	<u>Start</u>	<u>Finish</u>	<u>Status</u>
Identify needs and define training problems	Apr 97	Nov 97	Complete
Develop and market concept/solution	Dec 97	Sep 98	Complete
Develop design, management, and maintenance plans	Feb 98	Aug 98	Complete
Secure funding	Aug 98	Jan 99	Complete
Conduct development workshops with training. SMEs	Jan 99	Aug 99	Complete
Develop and test prototype	Jan 99	Sep 99	Complete
Use feedback to develop and test Alpha version	Oct 99	Sep 00	Complete
Conduct field test at 5 sites using 5 AF specialties	Mar 00	Jul 00	Complete
Use Alpha feedback to develop Beta version	Apr 00	Sep 00	Complete
Distribute Beta version to multiple sites	Sep 00	Dec 00	Complete
develop COVER Train 1.0	Sep 00	Jan 01	Complete
Distribute COVER Train 1.0	Jan 01	Jul 01	Complete
Use errata to develop COVER Train 2.0	Jul 01	Dec 01	
Release COVER Train 2.0	Jan 02	Mar 02	